

IATA Excel File Instructions 2023



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2 List of Changes

Chapter		Type of Change	Page
5	Rule Books and Their Status	Modified	5
6	Completeness of Data	Modified	8
9	ISM Headers	Modified	9
13	Utilization of xls File without Macro	Images Updated	16
14	Enabling Macros	Images Updated	17-18
15	Utilization of xls File with Macro	Images Updated	19-30
16	Feedback	Modified	31

3 Preamble

This manual aims to give detailed instructions for the IATA Excel utilization.

The scope of the file is both to permit a generic and standard utilization of the main sheet ("Index&Checklists") and to generate new sheets with content filtered and rearranged as follow:

- To create a correspondence's sheet from specific Section of IOSA Standards Manual to one or all Rule Books.
- To create a correspondence's sheet from specific Header of IOSA Standards Manual to one or all Rule Books.
- To create a correspondence's sheet from specific ISARP of IOSA Standards Manual to one or all Rule Books.
- To create a correspondence's sheet from specific Rule Book to one or all IOSA Standards Manual Sections.
- To create a correspondence's sheet from specific Reference of one Rule Book to one or all IOSA Standards Manual Sections.
- To create a correspondence's sheet from specific Reference of one Rule Book to one or all Section of one or all Rule Books.
- To search key words and represent the results in a separate sheet.
- To filter the items modified in the last revision.

4 Excel File Layout

Each row represents one data-set, i.e. one ISARP matched with one regulatory requirement.

In the case a single ISARP governs multiple matches, each one is given in a separate data-set (=row).

This explains why sometimes for one ISARP multiple rows with different regulatory matches are provided. Unfortunately this is a constraint by Excel.

The filtering functions provided in the excel sheet are designed to assist in grouping contiguous matches.

5 Rule Books and Their Status

The file is based on and includes the following Rule Books:

Code in File	De-codification	Status/Revision	Type
2015R1998	Regulation (EU) 2015/1998	As amended per February 2023	Hard Law
A1	Annex 1	Edition 14	ICAO
A17	Annex 17	Edition 12	ICAO
A18	Annex 18	Edition 4 Amdt. 12	ICAO
A19	Annex 19	Edition 2	ICAO
A2	Annex 2	Edition 10 Amdt. 46	ICAO
A6P1	Annex 6 Part 1	Edition 12	ICAO
A8PI	Annex 8 Part I	Edition 13	ICAO
A8PII	Annex 8 Part II	Edition 13	ICAO
A8PIII	Annex 8 Part III	Edition 13	ICAO
A8PIIIA	Annex 8 Part IIIA	Edition 13	ICAO
A8PIIIB	Annex 8 Part IIIB	Edition 13	ICAO
A8PIV	Annex 8 Part IV	Edition 13	ICAO
A8PIVA	Annex 8 Part IVA	Edition 13	ICAO
A8PIVB	Annex 8 Part IVB	Edition 13	ICAO
A8PV	Annex 8 Part V	Edition 13	ICAO

Code in File	De-codification	Status/Revision	Type		
A8PVA	Annex 8 Part Va	Edition 13	ICAO		
A8PVB	Annex 8 Part Vb	Edition 13	ICAO		
A8PVI	Annex 8 Part VI	Edition 13	ICAO		
A8PVII	Annex 8 Part VII	Edition 13	ICAO		
A8PVIII	Annex 8 Part VIII	Edition 13	ICAO		
A8PIX	Annex 8 Part IX	Edition 13	ICAO		
A8PX	Annex 8 Part X	Edition 13	ICAO		
A10V2	Annex 10 Volume II	Edition 7 Amdt. 90	ICAO		
BR	“Basic Regulation” = 2018R1139	As amended per February 2023	Hard Law		
FAA	FAA includes the following list:		As amended per February 2023	FAA	
	AC	120-42B			Extended Operations (ETOPS and Polar Operations)
	AC	120-92B			Safety Management Systems for Aviation Service Providers
	AC	60-28A			English Language Skill Standards Required by 14 CFR parts 61, 63, and 65.
	AC	91-79A			Runway Overrun Prevention
	Guide	-			Safety Management System (SMS) Implementation Guide
	Guide	-			Aeronautical Information Manual (AIM)
	Guide	-			National Runway Safety Plan 2015 – 2017
	Doc	2010-28050			Safety Management Systems for Part 121 Certificate Holders
	Notice	8900.40			OpSpec/LOA B043, Special Fuel Reserves in International Operations
SAFO	19001	Landing Performance Assessments at Time of Arrival			
FAA8900.1V3	Flight Standards Information Management System Volume 3 - General Technical Administration	As amended per February 2023	FAA		
FAA8900.1V4	Flight Standards Information Management System Volume 4 - Aircraft Equipment and Operational Authorizations	As amended per February 2023	FAA		
FAA8900.1V6	Flight Standards Information Management System Volume 6- Surveillance	As amended per February 2023	FAA		
FAR5	Part 5 – Safety Management Systems	As amended per February 2023	FAA		
FAR61	Part 61 – Certification Pilots, Flight Instructors, and Ground Instructors	As amended per February 2023	FAA		
FAR91	Part 91 – General Operating and Flight Rules	As amended per February 2023	FAA		
FAR117	Part 117 - Flight and Duty Limitations and Rest Requirements: Flight Crew Members	As amended per February 2023	FAA		
FAR119	Part 119 - Certification: Air Carriers and Commercial Operators	As amended per February 2023	FAA		
FAR120	Part 120 - Drug and Alcohol Testing Program	As amended per February 2023	FAA		
FAR121	Part 121 - Operating Requirements: Domestic, Flag, and Supplemental Operations	As amended per February 2023	FAA		

Code in File	De-codification	Status/Revision	Type
FAR129	Part 129 - Operations: Foreign Air Carriers And Foreign Operators Of U.S.-Registered Aircraft Engaged In Common Carriage	As amended per February 2023	FAA
FAR1544	Part 1544 - Aircraft Operator Security: Air Carriers and Commercial Operators	As amended per February 2023	FAA
IOSA	IOSA Standards Manual (ISM)	Edition 16 Rev 1, 01 September 2023	Industry Standard
IR_Crew	Regulation (EU) 1178/2011	As amended per February 2023	Hard Law
IR_OPS	Regulation (EU) 965/2012	As amended per February 2023	Hard Law
P145	Annex II of Regulation (EC) 1321/2014 ("Part-145")	As amended per February 2023	Hard Law
P66	Annex III of Regulation (EC) 1321/2014 ("Part-66")	As amended per February 2023	Hard Law
PCAMO	Annex Vc of Regulation (EC) 1321/2014 ("Part-CAMO")	As amended per February 2023	Hard Law
PCAO	Annex Vd of Regulation (EC) 1321/2014 ("Part-CAO")	As amended per February 2023	Hard Law
PMB	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart B	As amended per February 2023	Hard Law
PMC	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart C	As amended per February 2023	Hard Law
PMD	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart D	As amended per February 2023	Hard Law
PME	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart E	As amended per February 2023	Hard Law
PMG	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart G	As amended per February 2023	Hard Law
PMI	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart I	As amended per February 2023	Hard Law
P-ML	Annex Vb of Regulation (EC) 1321/2014 ("Part-ML")	As amended per February 2023	Hard Law
PT	Annex Va of Regulation (EC) 1321/2014 ("Part-T")	As amended per February 2023	Hard Law
Reg. 300/2008	Regulation (EC) 300/2008	As amended per February 2023	Hard Law
CS-25	Certification Specification No. 25	As amended per February 2023	Soft Law
AMCs and GM	EASA Executive Director Decisions associated to referenced hard law	As amended per February 2023	Soft Law

Note: Certain rule books are included in the database as single item entries and not in full. For example, PT (Annex Va of Regulation 131/2014 "Part-T"), where it has been concluded that it is very unlikely to apply to an IOSA user, but which is still included for completeness of the regulation and potential future use. Also refer to chapter 6 of this manual below.

6 Completeness of Data

The database comprises **all ISARPs** (ed. 16 Rev 1) and only those regulatory requirements needed to match the ISARP.

7 ISM Sections

The IOSA Sections used in the file are:

CAB	Cabin Operations
CGO	Cargo Operations
DSP	Operational Control and Flight Dispatch
FLT	Flight Operations
GRH	Ground Handling operations
MNT	Aircraft Engineering and Maintenance
ORG	Organization and Management System
SEC	Security Management

8 ISM Headers

The ISM ed. 16 Rev. 1 Headers used in this file are:

Header	Section	Reference
Acceptance and Handling	CGO	3.1.1; 3.1.3; 3.1.4
Access Control	SEC	3.1.1 to 3.1.3
Accountability, Authorities and Responsibilities	CAB	1.2.1 to 1.2.5
	CGO	1.2.1; 1.2.2
	DSP	1.3.1A to 1.3.7
	FLT	1.3.1 to 1.3.4; 1.3.6 to 1.3.10
	GRH	1.2.1; 1.2.2
	MNT	1.2.1 to 1.2.3
Aircraft De-/Anti-icing	GRH	4.2.1 to 4.2.5
Aircraft Fueling	GRH	4.1.1 to 4.1.7
Aircraft Loading	GRH	3.4.1 to 3.4.6; 3.4.8; 3.4.10 to 3.4.17
Aircraft Maintenance Records	MNT	3.1.1 to 3.1.4
Aircraft Performance	FLT	4.1.1 to 4.1.4
Aircraft Performance and Load Planning	DSP	3.3.1; 3.3.3
Aircraft Preflight and Airworthiness	FLT	3.8.1 to 3.8.3; 3.8.6A to 3.8.10
Aircraft Recorders	MNT	2.9.1; 2.9.2
Aircraft Systems and Equipment Specifications	FLT	4.3.1; 4.3.5
Aircraft Systems/Equipment	MNT	1.9.1; 1.9.2
Aircraft Technical Log (ATL)	MNT	3.2.1; 3.2.2
Aircraft Tracking	DSP	3.5.1 to 3.5.3
Airside Event Response and Reporting	GRH	3.6.1 to 3.6.5
Airside Operations	GRH	3.2.1 to 3.2.3; 3.2.6A to 3.2.10
Airspace Rules	FLT	3.10.1; 3.10.2; 3.10.4 to 3.10.8
Airworthiness Directives	MNT	3.4.1
Alternate and Isolated Airports	DSP	4.1.1; 4.1.2; 4.1.4; 4.1.5; 4.1.7
Approval	MNT	4.1.1; 4.1.3; 4.1.5
Authorities and Responsibilities	SEC	1.3.1 to 1.3.3
Cabin Crew Policies and Procedures	CAB	3.2.1 to 3.2.10; 3.2.12
Cabin Crew Requirements	CAB	3.1.1 to 3.1.7
Cabin Operations Policies and Procedures	CAB	3.4.1; 3.4.2; 3.4.4 to 3.4.6; 3.4.8; 3.4.10 to 3.4.15
Cargo Shipments	SEC	3.7.1
Carriage of Weapons	SEC	3.3.1; 3.3.3
Common Language	FLT	3.1.1; 3.1.2
Communication	CAB	1.3.1; 1.3.2
	CGO	1.3.1
	GRH	1.3.1
	MNT	1.5.1
	SEC	1.4.1
Communication and Coordination	DSP	1.4.1; 1.4.2
	FLT	1.4.1 to 1.4.3
Contingency Planning	SEC	4.2.1
Continuing Airworthiness Information	MNT	2.5.1 to 2.5.3

Header	Section	Reference
Control System	MNT	2.1.1; 2.1.1 (i); 2.1.1 (ii); 2.1.1 (iii); 2.1.2
Cybersecurity Risk Management	ORG	3.6.1
Dangerous Goods	CGO	3.2.1 to 3.2.6; 3.2.8 to 3.2.14; 3.2.17; 3.2.18
Data Management	ORG	2.4.1 to 2.4.4A
Defect Recording and Control	MNT	2.7.1
Deferred Maintenance	MNT	2.4.1 to 2.4.3
Documentation System	CAB	1.5.1; 1.5.3
	CGO	1.5.1; 1.5.3
	DSP	1.6.1; 1.6.3; 1.6.4
	FLT	1.6.1; 1.6.3; 1.6.4; 1.6.6
	GRH	1.5.1; 1.5.3
	MNT	1.6.1; 1.6.3
	ORG	2.5.1; 2.5.3; 2.1.4
	SEC	1.6.1; 1.6.3
Effectiveness	ORG	4.4.1
Electronic Navigation Data Management	MNT	2.10.1
Emergency Response	DSP	3.7.1 to 3.7.3
	ORG	1.7.1 to 1.7.12
Extended Diversion Time Operations (EDTO)	MNT	2.8.2
External Monitoring	ORG	2.2.1 to 2.2.3
Facilities and Physical Resources	MNT	4.6.1 to 4.6.5
Flight Crew Qualifications	FLT	3.3.1 to 3.3.5; 3.3.7; 3.3.9; 3.3.10
Flight Crew Reporting Requirements	FLT	3.15.2 to 3.15.5
Flight Crew Responsibilities	FLT	3.2.1
Flight Crew Scheduling	FLT	3.4.1 to 3.4.4; 3.4.6
Flight Data Analysis (FDA)	ORG	3.3.1 to 3.3.5
Flight Deck Coordination	CAB	3.3.1 to 3.3.5; 3.3.7
Flight Deck Policy and Procedures	FLT	3.12.1 to 3.12.7
Flight Deck, Passenger Cabin, Supernumerary Compartment Coordination	FLT	3.13.2 to 3.13.6; 3.13.8; 3.13.9; 3.13.11 3.13.14; 3.13.16 to 3.13.19
Flight Monitoring and In-flight Management	DSP	3.6.1 to 3.6.6
Flight Preparation	FLT	3.5.1 to 3.5.3
Flight Preparation and Planning	DSP	3.2.2 to 3.2.9C
Fuel Planning	DSP	4.3.1; 4.3.2; 4.3.5 to 4.3.14; 4.3.16
Fuel, Weight/Mass and Balance, Flight Plans	FLT	3.7.1 to 3.7.3; 3.7.5 to 3.7.10
General	DSP	3.1.2
General Protection	SEC	3.9.2
Ground Handling	FLT	3.9.1 to 3.9.4; 3.9.6 to 3.9.9
Ground Support Equipment (GSE)	GRH	3.5.1 to 3.5.3
Hazard Identification	ORG	3.1.1 to 3.1.5
Hold Baggage	GRH	3.7.7 to 3.7.11
	SEC	3.6.1; 3.6.2; 3.6.6

Header	Section	Reference
Icing Conditions	DSP	3.4.1; 3.4.3
In-flight Operations	FLT	3.11.1 to 3.11.5; 3.11.7 to 3.11.11; 3.11.16 to 3.11.18; 3.11.20 to 3.11.23; 3.11.28 to 3.11.32, (ii)(c); 3.11.38 to 3.11.40; 3.11.46 to 3.11.52; 3.11.58; 3.11.59A to 3.11.69
In-flight, Catering and Other Supplies	SEC	3.8.1
Investigation and Notification	SEC	4.3.1 to 4.3.3
Line Qualification	CAB	2.3.1 to 2.3.4
	DSP	2.3.1; 2.3.3; 2.3.4
	FLT	2.3.1 to 2.3.4; 2.3.6
Live Animals and Perishables	CGO	3.3.1 to 3.3.4
Load Control	GRH	3.3.1 to 3.3.8
Maintenance Management Manual	MNT	1.7.1; 1.7.3; 1.7.3 (ii); 1.7.6; 1.7.7
Maintenance Planning	MNT	2.2.1; 2.2.2
Maintenance Program	MNT	1.3.1 to 1.3.3
Maintenance Records System	MNT	1.8.1; 1.8.2
Maintenance Release	MNT	4.10.1
Management	MNT	4.2.1 to 4.2.3
Management Commitment	ORG	1.2.1 to 1.2.3
Management Review	ORG	4.1.1 to 4.1.3
	SEC	1.9.1; 1.9.2
Management System Overview	CAB	1.1.1; 1.1.2
	CGO	1.1.1; 1.1.2
	DSP	1.1.1; 1.1.1 (iii)
	FLT	1.1.1; 1.1.2
	GRH	1.1.1; 1.1.2
	MNT	1.1.1 to 1.1.3
	ORG	1.1.1 to 1.1.4; 1.1.10
	SEC	1.1.1 to 1.1.3
Material Handling	MNT	4.7.1 to 4.7.5
Minimum Flight Altitudes and En Route Performance	DSP	4.2.1 to 4.2.3
Navigation and Facilities	FLT	4.2.2 to 4.2.7
Non-Normal/Abnormal and Emergency Operations	FLT	3.14.2 to 3.14.17
Occurrence Handling	ORG	3.5.1; 3.5.2
Operational Manuals	CGO	1.6.1 to 1.6.4
	GRH	1.6.1 to 1.6.9
Operational Reporting	SEC	1.12.1; 1.12.2
Operations Beyond 60 Minutes from an En Route Alternate Airport and ETOPS/EDTO	DSP	4.5.1 to 4.5.5
Operations Manual	DSP	1.7.1; 1.7.2; 1.7.4
	FLT	1.7.1; 1.7.2; 1.7.4
Operations Manual (OM)	CAB	1.6.1 to 1.6.7
Other Special Cargo	CGO	3.4.1; 3.4.2
Outsourcing Management	ORG	1.6.1; 1.6.2
Oxygen	DSP	4.4.1

Header	Section	Reference
Parts Installation	MNT	2.3.1 to 2.3.3 (i)
Passenger and Baggage Handling	GRH	3.1.1A to 3.1.3; 3.1.5; 3.1.6
Passengers (Including Supernumeraries) and Cabin Baggage	SEC	3.4.1; 3.4.3 to 3.4.7
Personnel	MNT	4.4.1; 4.4.2
Preflight Inspection/ Non-serviceable Equipment Reporting	CAB	4.1.1; 4.1.2
Procedures Manual	MNT	4.9.1 to 4.9.3
Product Control	ORG	2.3.1
Program Elements	CAB	2.2.1 to 2.2.13
	CGO	2.2.1 to 2.2.4
	GRH	2.2.1; 2.2.3 to 2.2.6
Provision of Resources	CAB	1.4.1; 1.4.2
	CGO	1.4.1; 1.4.2
	DSP	1.5.1 to 1.5.4; 1.5.6; 1.5.7
	FLT	1.5.1 to 1.5.5
	GRH	1.4.1; 1.4.2
	MNT	1.4.1 to 1.4.3
	SEC	1.5.2; 1.5.3
Quality Assurance	MNT	4.3.1; 4.3.5; 4.3.7
	ORG	2.1.1; 2.1.2; 2.1.4 to 2.1.9
Quality Assurance Program	CAB	1.9.1 to 1.9.4
	CGO	1.9.1 to 1.9.4
	DSP	1.10.1 to 1.10.4
	FLT	1.10.1 to 1.10.4
	GRH	1.9.1 to 1.9.4
	MNT	1.10.1 to 1.10.5
Quality Assurance/Quality Control Programs	SEC	1.10.1 to 1.10.3B; 1.10.5; 1.10.6
Quality Control of Outsourced Operations and Products	CAB	1.10.1A to 1.10.4
	CGO	1.10.1A to 1.10.3
	DSP	1.11.1A to 1.11.5
	FLT	1.11.1A to 1.11.3; 1.11.5
	GRH	1.10.1A to 1.10.4
	MNT	1.11.1A to 1.11.2; 1.11.5 to 1.11.9
	SEC	1.11.1A to 1.11.2; 1.11.4
Records System	CAB	1.7.1; 1.7.2
	CGO	1.7.1; 1.7.2
	DSP	1.8.1 to 1.8.4; 1.8.6; 1.8.8; 1.8.9
	FLT	1.8.1 to 1.8.3
	GRH	1.7.1; 1.7.2
	ORG	2.6.1; 2.6.2
	SEC	1.8.1; 1.8.2
Reduced Vertical Separation Minima (RVSM)	MNT	2.11.1
Repairs and Modifications	MNT	2.6.1
Reporting to the Authority	MNT	2.12.1; 2.12.2; 2.12.7
Resource Management	ORG	1.5.1 to 1.5.7

Header	Section	Reference
Risk Assessment and Mitigation	ORG	3.2.1; 3.2.2
Roles and Responsibilities	ORG	1.3.1, (i) & (iii); 1.3.1, (ii); 1.3.2; 1.3.3
Route and Airport Planning	FLT	3.6.2 to 3.6.5
Safety Communication	ORG	4.2.1
Safety Equipment Requirements	CAB	4.2.1 to 4.2.3
Safety Management	CAB	1.11.1 to 1.11.5
	CGO	1.11.1 to 1.11.5
	DSP	1.12.1 to 1.12.5
	FLT	1.12.1 to 1.12.5
	GRH	1.11.1 to 1.11.5
	MNT	1.12.1 to 1.12.7
Safety Performance	ORG	1.4.1; 1.4.2
Security	CGO	3.7.1. to 3.7.4; 3.7.6; 3.7.7
	GRH	3.7.1 to 3.7.11
Security Program	SEC	1.2.1
SMS Training	CAB	2.4.1; 2.4.2
	CGO	2.3.1; 2.3.2
	DSP	2.5.1; 2.5.2
	FLT	2.5.1; 2.5.2
	GRH	2.3.1; 2.3.2
Special Category Passengers	SEC	3.5.1
Special Qualification	DSP	2.4.1
	FLT	2.4.1 to 2.4.3
Specific Risk Assessments	ORG	3.4.1
State Requirements	FLT	1.2.1
Threat Management	SEC	4.1.1 to 4.1.3
Tooling and Calibration	MNT	4.11.1
Training	ORG	4.3.1; 4.3.2
Training and Evaluation Program	DSP	2.1.1 to 2.1.3; 2.1.7
	FLT	2.1.1A to 2.1.4; 2.1.10; 2.1.12; 2.1.14; 2.1.19 to 2.1.21; 2.1.27; 2.1.28; 2.1.35; 2.1.36; 2.1.45 to 2.1.47
Training Elements	DSP	2.2.2 to 2.2.4
	FLT	2.2.7 to 2.2.17; 2.2.19; 2.2.20; 2.2.22; 2.2.24 to 2.2.35; 2.2.37 to 2.2.44
Training Program	CAB	2.1.1A to 2.1.8
	CGO	2.1.1; 2.1.2; 2.1.4 to 2.1.6
	GRH	2.1.1 to 2.1.5
	MNT	4.5.1; 4.5.4 to 4.5.7
	SEC	2.1.1; 2.1.2; 2.1.4 to 2.1.8
Unit Load Device (ULD)	CGO	3.5.1; 3.5.2

9 Cross-reference Rules

Cross-referring different rules, although covering the same content, is no easy task, given the fact that each Rule Book follows its own structure, logic and terminology.

This chapter summarises the principles used to establish cross-references.

- a) Context is key, not terminology, since terminology varies across the Rule Books. Wording in the various Rule Books differs, in particular when it comes to the terms “philosophy”, “Procedure”, “Process”, “Guidance”, “Instructions”. To determine equivalency a *contextual* assessment of the rule’s meaning was performed and equivalent requirements from different Rule Books were determined.
- b) Generic cross-reference is to be avoided. Cross-references are to be as specific as possible. Normally the Database in the Excel file presents only the reference that contains the point to the most detailed level.
- c) In the case, the top-level reference covers the matching requirement completely, only the top-level reference will be given.
- d) In the case the requirement is addressed only in sub-references, the sub-reference shall be given.
- e) In the case the requirement is addressed only in soft law, only the soft law is cross-referred. Cross-reference is made between two most equivalent texts. The level of rule is normally not considered in such a case. Thus, it might be the case that a cross-reference is made between an ISARP and soft law, without explicit reference to the governing hard law.

10 On Interpreting the Database Contained in the XLS-File

This chapter addresses a few issues concerning the quality of the cross-references (“matches”) presented in the xls-file.

This chapter integrates the previous chapter.

These are the topics needing a few additional remarks:

- a) The Rule Book list box in the “Filter/Query Form” included the “No Match” entry as well. This entry is needed to filter all IOSA items without a full match with the Rule Books. There is no “No Match” function for the opposite direction, i.e. the file does not allow to automatically singling out those regulatory points not finding a match in the ISARPs. By appropriately sorting the “Index&Checklists” sheet, this information can still be retrieved.
- b) How to recognise whether the match is complete? Multiple references to one ISARP indicate complementing requirements are present. At present, there is no way to indicate a full and complete 1-to-1 match between an ISARP and a regulatory requirement.
- c) Note that 1-to-1 matches are very seldom since the architecture/structure of each Rule Book differs significantly from each other.
- d) Some ISARPs require very specific items, which are not explicitly required in a Regulation or the AMCs.
It is sometimes difficult to decide whether the regulatory standards *imply* the specific item required by the ISARP.
When an “implication” is obvious given the context, a match will be marked. When the “implication” is not obvious, there is no match for the specific ISARP.
- e) When a single ISARP contains several sub-items, and this sub-item list does not fully match with the regulatory standard, the ISARP is still deemed to match the regulatory standard. There is no practical way to mark such a match as partial or incomplete. However, if multiple regulatory standards cover all (sub-) items of a single ISARP, all regulatory standards will be cross-referred and together create a complete match.

- f) The exact location in the Operations Manual where a procedure (etc.) asked for by an ISARP is to be presented is detailed in AMC3 ORO.MLR.100. The cross-reference list does normally not provide reference to the OM structure contained in AMC3 ORO.MLR.100, it is the only reference mentioning the ISARP requirement.

11 How Are References Given?

This chapter briefly explains the reference syntax, i.e. how references are formatted.

Each reference is spread out across three columns (see table below). The technical database set-up made this division necessary in order to allow to filter data.

A reference can be divided into two parts: (a) <Reference as in requirement title> [example: ORO.GEN.200] and (b) <internal structure to requirement (sub-reference)> [example: ORO.GEN.200 (a)(6)]

In some cases, the reference will not cover the complete reference point, but only elements within the one point:

- Connect two or more sub-references of the same level without continuity: 1.1045, (a)&(d)&(z)
- Connect more than two sub-references of the same level with continuity: 1.1045, (a)-(d)
- Connect more than two sub-references with a gap: 1.1045, (a)-(c)&(e) [(a, b, c, and e are contained, NOT d.)]

Type	Standard/Rule Book	Section	Reference
Regulatory Requirements and Industry Standards	IOSA	FLT ...	x.y.z, (i)
	ICAO	A06	3.1.3
	OPS1(letter)	APXx	
	OPS1(letter)	EU-OPS	1.xyz, (a)(2)(i)
	IR-OPS	-	ORO.AOC.110, (a)
EASA Decisions (AMC/GM) and JAA Administrative and Guidance Material (AMC, IEM, ACJ)	-	AMCx	
	-	GMx	
	-	AMC	1.xyz(a),
	-	IEM	
	-	ACJ	

The exception to this rule is the entry for IR-OPS AMC3 ORO.MLR.100, which defines the structure of the Operations Manual in IR-OPS.

The “Standard/Rule Book” tab is used for the reference to AMC3 ORO.MLR.100,

The “Section” tab defines the part of the Operations Manual (A, B, C or D) referenced in the AMC.

The “Reference” tab defines the chapter for the Operations Manual referenced in the AMC.

Standard/Rule Book	Section	Reference
IR OPS AMC3 ORO.MLR.100	OM-x	x.y.z

12 Reference to EASA Decision

When hard law matches an ISARP, this hard law reference normally implies also reference to related soft law (AMCs etc.). In this case, the soft law references are omitted.

When only soft law matches an ISARP, the database presents exclusively the soft law and the associated hard law is omitted.

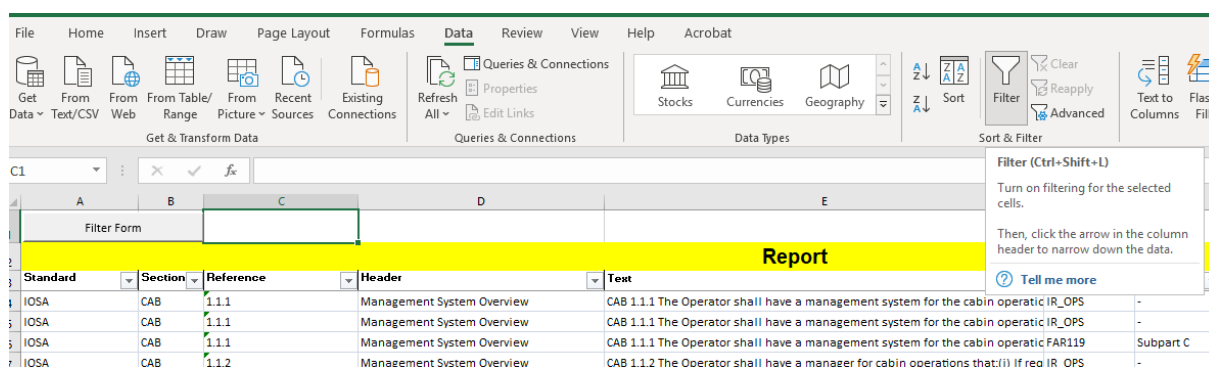
Since in European Aviation Safety Regulations and associated soft law the numbering system clearly identifies the link between hard and soft law, a soft law reference should suffice to direct the attention also to the governing hard law.

13 Utilization of xls File without Macro

The file is open and without restrictions. This means that all users can take benefit of all MS Excel functions according to their needs and their ability.

In particular, it might be useful to set the data filter in row 3. By using the data filter, it is possible to filter and sort each column as needed.

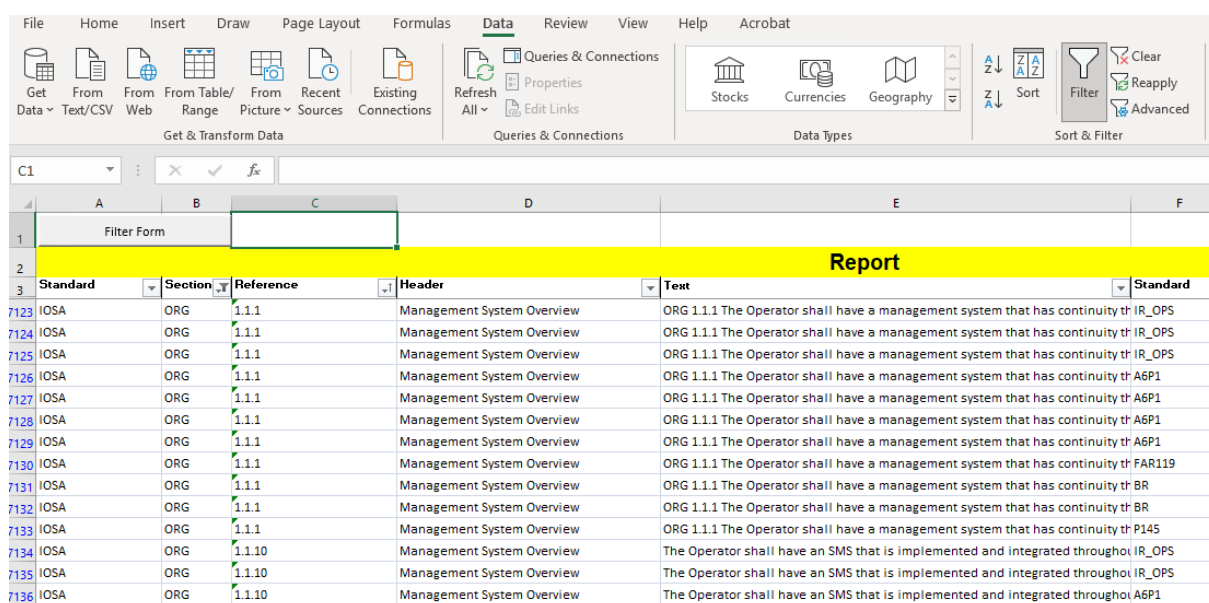
Select Row 3, and then Select Data\Filter



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is active, and the 'Filter (Ctrl+Shift+L)' dropdown menu is open. The menu options are: 'Turn on filtering for the selected cells.', 'Then, click the arrow in the column header to narrow down the data.', and 'Tell me more'. The spreadsheet data is as follows:

Standard	Section	Reference	Header	Text
IOSA	CAB	1.1.1	Management System Overview	CAB 1.1.1 The Operator shall have a management system for the cabin operatic IR_OPS
IOSA	CAB	1.1.1	Management System Overview	CAB 1.1.1 The Operator shall have a management system for the cabin operatic IR_OPS
IOSA	CAB	1.1.1	Management System Overview	CAB 1.1.1 The Operator shall have a management system for the cabin operatic FAR119
IOSA	CAB	1.1.2	Management System Overview	CAB 1.1.2 The Operator shall have a manager for cabin operations that(I) If req IR OPS

In column B select ORG (as an example) and then sort from A to Z in column C. This gives you the spreadsheet as below.



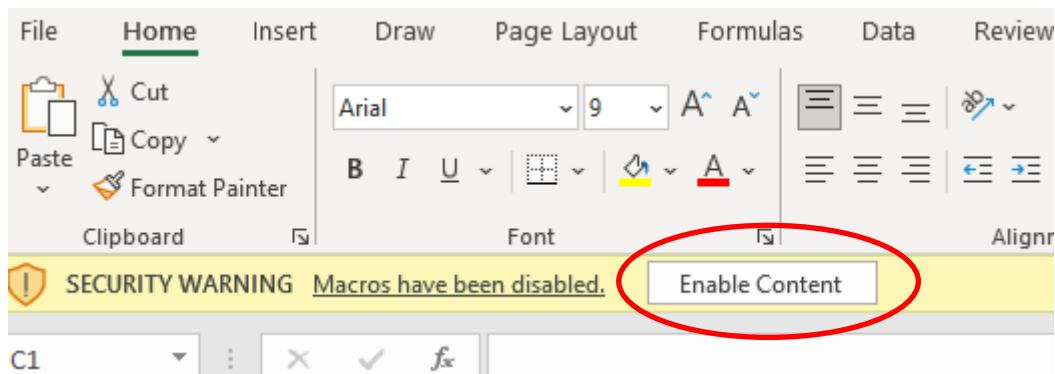
The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is active. The spreadsheet data is as follows:

Standard	Section	Reference	Header	Text
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th IR_OPS
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th IR_OPS
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th IR_OPS
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th A6P1
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th A6P1
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th A6P1
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th FAR119
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th BR
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th BR
IOSA	ORG	1.1.1	Management System Overview	ORG 1.1.1 The Operator shall have a management system that has continuity th P145
IOSA	ORG	1.1.10	Management System Overview	The Operator shall have an SMS that is implemented and integrated throughout IR_OPS
IOSA	ORG	1.1.10	Management System Overview	The Operator shall have an SMS that is implemented and integrated throughout IR_OPS
IOSA	ORG	1.1.10	Management System Overview	The Operator shall have an SMS that is implemented and integrated throughout A6P1

For further information on how to use Excel functions, refer to <https://support.microsoft.com/en-us/excel> or the help function in Excel <F1>.

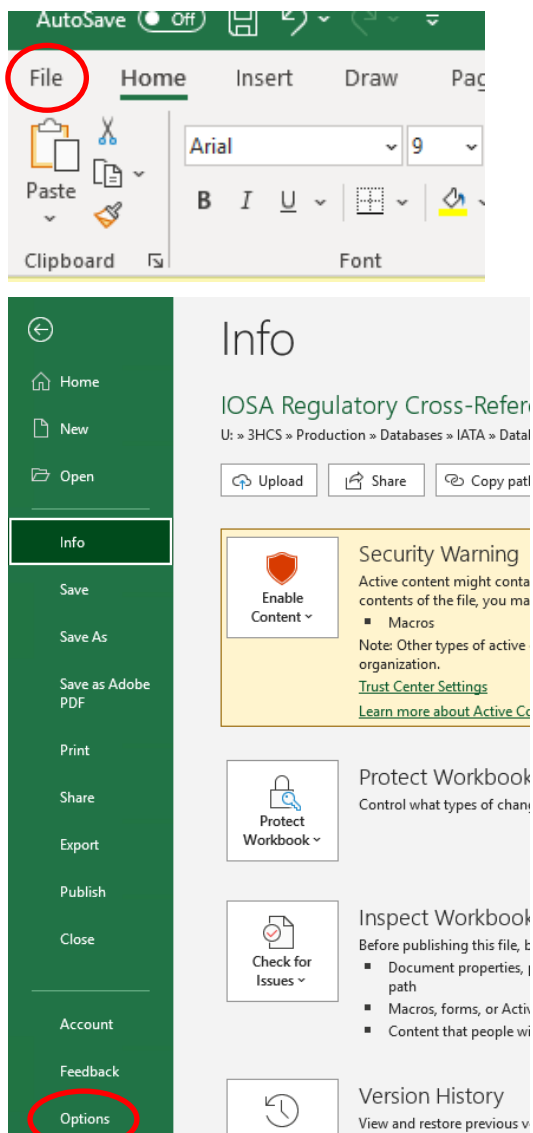
14 Enabling Macros

The first time that the file is opened, it is necessary to enable the macros. To do this click on the button “Enable Content” under the taskbar.

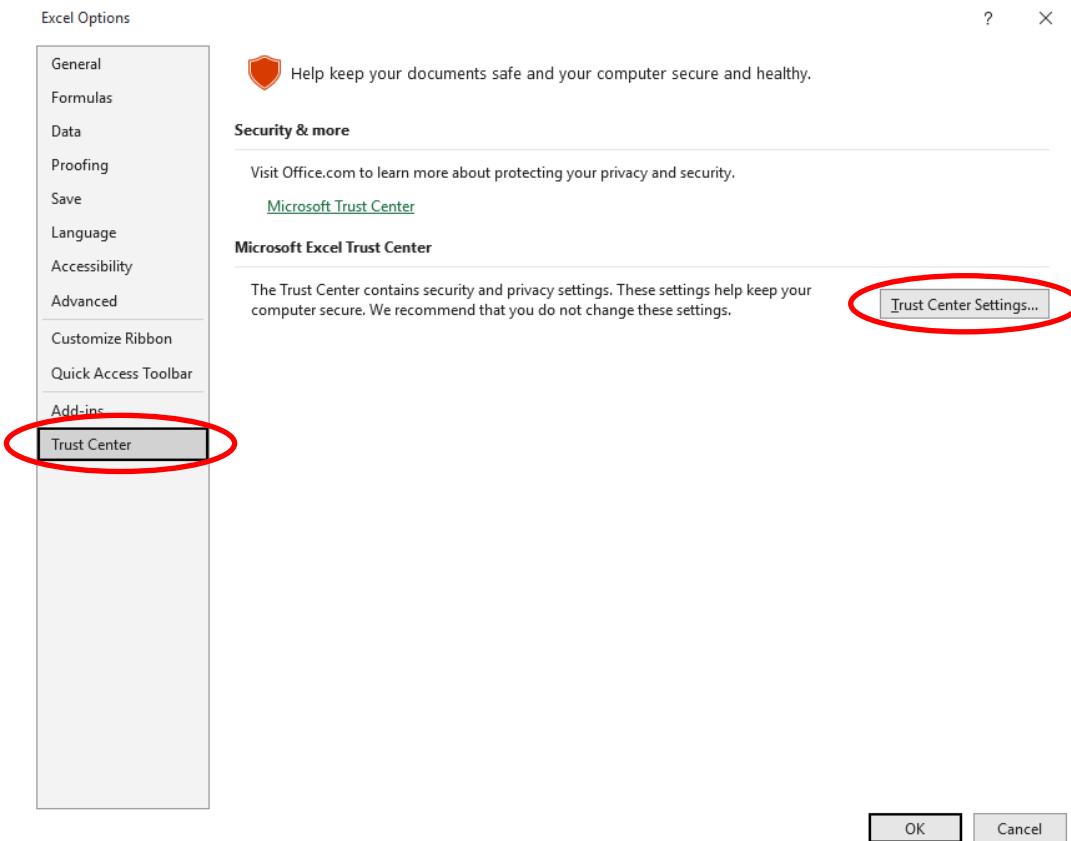


If you don't see the warning described above please do the following steps to enable the content:

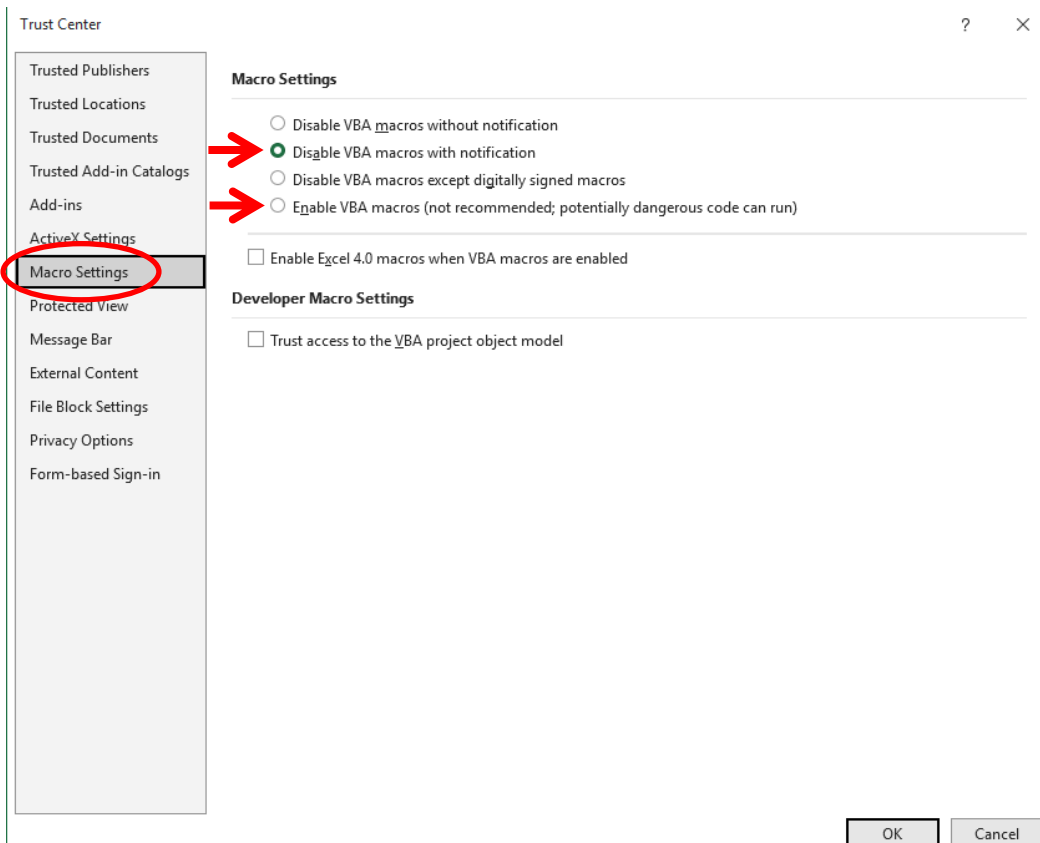
- a) Click on File tab and choose “Options”;



b) In the new window click on “Trust Center” and then on “Trust Center Settings”;



c) In Trust Center window click on “Macro Settings” and choose “Disable all macros with notification” or “Enable all macros (not recommended; potentially dangerous code can run)”;



15 Utilization of xls File with Macro

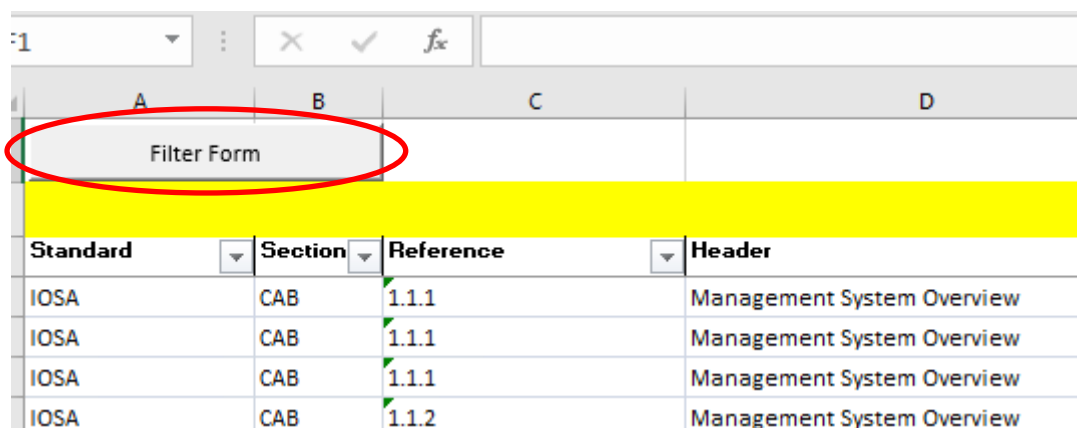
This paragraph illustrates how you can generate, filter and rearrange the content of the main sheet ("Index&Checklists") by using the so-called filter functions.

Eight filter functions are available:

- 1) To create a correspondence's sheet from specific Section of IOSA Standards Manual to one or all Rule Books.
- 2) To create a correspondence's sheet from specific Header of IOSA Standards Manual to one or all Rule Books.
- 3) To create a correspondence's sheet from specific ISARP of IOSA Standards Manual to one or all Rule Books.
- 4) To create a correspondence's sheet from specific Rule Book to one or all IOSA Standards Manual Sections.
- 5) To create a correspondence's sheet from specific Reference of one Rule Book to one or all IOSA Standards Manual Sections.
- 6) To create a correspondence's sheet from specific Reference of one Rule Book to one or all Section of one or all Rule Books.
- 7) To search key words and represent the results in a separate sheet.
- 8) To filter the items modified in the last revision.

To create a correspondence's sheet from specific Rule Book to another Rule Book.

Click on the button "Filter/Query Form" on the top of the sheet in the left corner to open the Form.



Filter Form			
Standard	Section	Reference	Header
IOSA	CAB	1.1.1	Management System Overview
IOSA	CAB	1.1.1	Management System Overview
IOSA	CAB	1.1.1	Management System Overview
IOSA	CAB	1.1.2	Management System Overview

The Filter Form appears as below:

Filter

Generate a new sheet from IOSA to a selected Regulation:

Close

ISM
Section

1)

IOSA

TO

Execute

OR

ISM
Header

2)

IOSA

TO

Execute

OR

ISM
Section
ISARP

3)

IOSA

TO

Execute

Generate a new sheet from a selected Regulation to IOSA sorted by Reference field:

Rule Book

4)

TO

ISM

Section

IOSA

Execute

OR

Rule Book
Section
Reference

5)

TO

ISM

Section

IOSA

Execute

Generate a new sheet from a selected Regulation to another Regulation sorted by Reference field:

Rule Book
Section
Reference

6)

TO

Rule Book

Section

Execute

Search Function:

Search for:

7)

Execute

Show Items Modified in the Last Revision:

8)
Click on Execute to filter in a new sheet the modified items only.

Execute

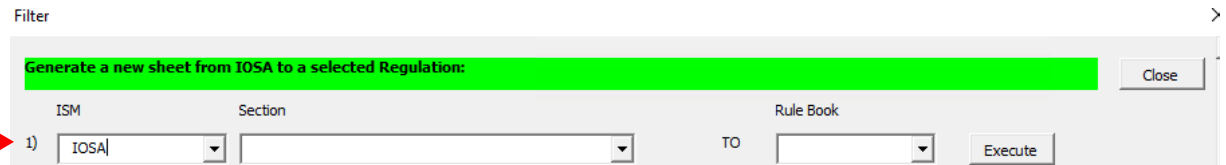
9)
Click on Execute to filter in a new sheet the items with modified links only.

Execute

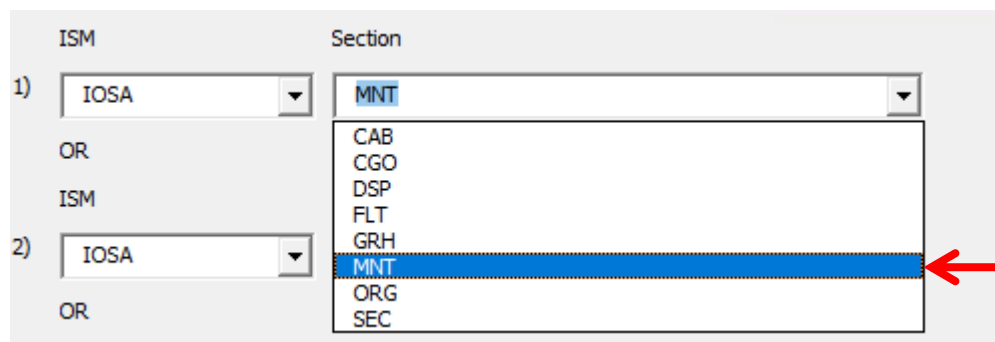
15.1 Creation of correspondence's sheet between a IOSA to Rule Book

15.1.1 Correspondence between Specific IOSA Section and one/all Rule Books (Option 1)

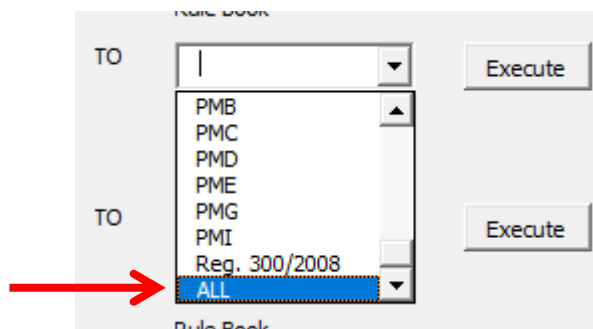
To create the correspondence sheet use option 1) on the Filter Form:



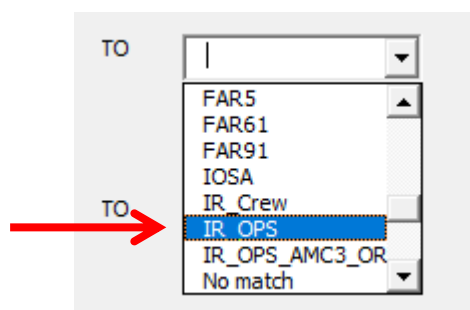
1. Click on the List box "Section" and select one:



2. Select the Regulation to create the correspondence, in this case there are two options:
 - a. Select "ALL": In this case, the new sheet will show all the links between the IOSA Section selected at the step 1 and ALL other Regulations.



- b. Select a specific Regulation (e.g. "IR-OPS"): In this case the new sheet will show all the links between the IOSA Section selected at the step 1 and the Regulation selected (in this case "IR-OPS").



3. To generate the new sheet click on Execute button:

The screenshot shows a form with three main sections: 'ISM', 'Section', and 'Rule Book'. The 'ISM' section has a dropdown menu with 'IOSA' selected. The 'Section' section has an empty dropdown menu. The 'Rule Book' section has a dropdown menu with 'TO' selected. To the right of these sections is an 'Execute' button, which is circled in red. Below the 'ISM' section, there is an 'OR' label.

The name of the new sheet will be automatically generated with the following syntax:

- IOSA_ "Section" _TO_ "Rule Book" (e.g. "IOSA_CAB_TO_IR_OPS").

15.1.2 Correspondence between Specific IOSA Header and one/all Rule Books (Option 2)

This option permits to create a correspondence between a specific IOSA Header and applicability area with one or all Regulations.

The screenshot shows a form with three main sections: 'ISM', 'Header', and 'Rule Book'. The 'ISM' section has a dropdown menu with 'IOSA' selected. The 'Header' section has an empty dropdown menu. The 'Rule Book' section has a dropdown menu with 'TO' selected. To the right of these sections is an 'Execute' button. Below the 'ISM' section, there is an 'OR' label.

1. Click on the List box and select one "Header":

The screenshot shows the 'Header' dropdown menu open. A red arrow points to the 'Acceptance and Handling' option, which is highlighted in blue. The menu lists several other options: Access Control, Accountability, Authorities and Responsibilities, Aircraft De-/Anti-icing, Aircraft Fueling, Aircraft Loading, Aircraft Maintenance Records, and Aircraft Performance. At the bottom of the menu, there is a green bar with the text 'Generate a new sheet from' and a dropdown menu.

2. Select the Regulation to create the correspondence, in this case there are two options:

- Select "ALL": In this case, the new sheet will show all the links between the IOSA Header selected at the step 1 and ALL other Regulations.

The screenshot shows the 'Regulation' dropdown menu open. A red arrow points to the 'ALL' option, which is highlighted in blue. The menu lists several other options: PMB, PMC, PMD, PME, PMG, PMI, Reg. 300/2008, and ALL. At the bottom of the menu, there is a green bar with the text 'Generate a new sheet from' and a dropdown menu.

- Select a specific Regulation (e.g. "IR-OPS"): In this case the new sheet will show all the links between the IOSA Header selected at the step 1 and the Regulation selected (in this case "IR-OPS").

The screenshot shows the 'Regulation' dropdown menu open. A red arrow points to the 'IR_OPS' option, which is highlighted in blue. The menu lists several other options: IOSA, IR_Crew, IR_OPS_AMC3_OR, No match, P145, PCAMO, and PMB. At the bottom of the menu, there is a green bar with the text 'Generate a new sheet from' and a dropdown menu.

3. To generate the new sheet click on Execute button:

2) TO

The name of the new sheet will be automatically generated with the following syntax:

- IOSA_Header_TO_ "Rule Book" (e.g. "IOSA_Header_TO_IR_OPS").

In this case, due to the length of the Header it is preferred to put Header to identify this specific sheet.

15.1.3 Correspondence between Specific IOSA ISARP and one/all Rule Books (Option 3)

This option permits to create a correspondence between a specific IOSA ISARP of a Section with one or all Rule Books.

3) TO

1. Click on the List box and select one "Section":

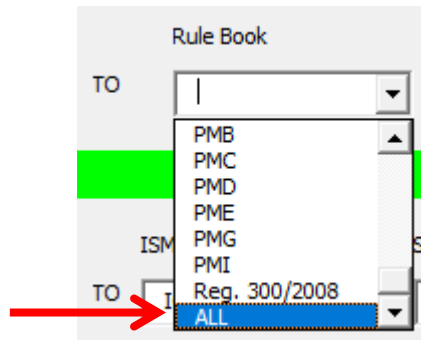
ISM: Section: ISARP: Rule Book:

2. After this click on the List box and select one "ISARP" related to the Section selected at the step 1.

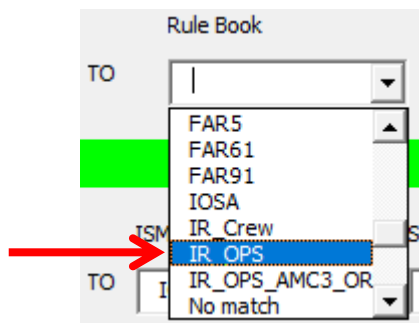
NOTE: The "ISARPs" presented in the drop-down list are automatically filtered in relation to the "Section" selected before.

Section: ISARP:

3. Select the Regulation to create the correspondence, in this case there are two options:
 - a. Select "ALL": In this case, the new sheet will show all the links between the IOSA Header selected at the step 1 and ALL other Regulations.



- b. Select a specific Regulation (e.g. "IR-OPS"): In this case the new sheet will show all the links between the IOSA Header selected at the step 1 and the Regulation selected (in this case "IR-OPS").



4. To generate the new sheet click on Execute button:

ISM	Section	ISARP	Rule Book	
3) IOSA			TO	Execute

The name of the new sheet will be automatically generated with the following syntax:

- IOSA_"Section"_"ISARP"_TO_"Rule Book" (e.g. "IOSA_CAB_1.1.1_TO_IR_OPS").

15.2 Creation of correspondence's sheet between a Rule Book to IOSA

15.2.1 Correspondence between Specific Rule Book and one/all IOSA Sections (Option 4)

This option permits to create a correspondence between one Rule Book and one or all IOSA sections.

Generate a new sheet from a selected Regulation to IOSA sorted by Reference field:

Rule Book

4) -----> TO IOSA Section Execute

OR

1. Click on the List box and select one "Regulation":

Rule Book

4) -----> TO IOSA Section Execute

OR

2015R 1998

A1

A10V2

A17

A18

A19

A2

A6P1

2. Select the IOSA Section to create the correspondence, the new sheet will show all the links between the Rule Book selected at the step 1 and the IOSA Section selected (in this case "CAB").

ISM

TO IOSA Section Execute

ISM

TO IOSA Section Execute

CAB

CGO

DSP

FLT

GRH

MNT

ORG

SEC

3. To generate the new sheet click on Execute button:

Generate a new sheet from a selected Regulation to IOSA sorted by Reference field:

Rule Book

4) -----> TO IOSA Section Execute

OR

The name of the new sheet will be automatically generated with the following syntax:

- "Rule Book"_TO_IOSA_"Section" (e.g. "BR_TO_IOSA_CAB").

15.2.2 Correspondence between Specific Rule Book Reference and one/all IOSA Sections (Option 5)

This option permits to create a relation between one Rule Book Reference and one or all IOSA sections.

The screenshot shows a configuration window with the following fields: Rule Book, Section, Reference, TO, ISM, and Section. The 'TO' field is set to 'IOSA'. A green bar at the bottom contains the text: "Generate a new sheet from a selected Rule Book to another Regulation created by Reference field".

1. Click on the List box and select a "Regulation":

The screenshot shows the 'Rule Book' dropdown menu. A red arrow points to the 'BR' option, which is highlighted. The list includes: BR, CS-25, Euratom, FAA, FAA8900.1V3, FAA8900.1V4, FAR 117, and FAR 119.

2. Click on the List box and select the "Reference" related to the Rule Book selected at the step 1.

NOTE: The "References" shown in the drop-down list are automatically filtered in relation to the Rule Book selected.

The screenshot shows the 'Section' dropdown menu. A red arrow points to the 'Annex IV' option, which is highlighted. The list includes: Annex I, Annex II, Annex III, Annex IV, Annex IX, Annex V, Annex VI, and Annex VII.

3. Select the IOSA Section to create the correspondence, the new sheet will show all the links between the Rule Book selected at the step 1 and the IOSA Section selected (in this case "CAB").

The screenshot shows the 'ISM' dropdown menu. A red arrow points to the 'CAB' option, which is highlighted. The list includes: CAB, CGO, DSP, FLT, GRH, MNT, ORG, and SEC.

4. To generate the new sheet click on Execute button:

5) Rule Book Section Reference TO ISM Section Execute

Generate a new sheet from a selected Regulation to another Regulation sorted by Reference field:

The name of the new sheet will be automatically generated with the following syntax:

- "Rule Book"_Reference_TO_IOSA_"Section" (e.g. "BR_Reference_TO_IOSA_CAB").
- In this case, due to the length of the Reference it's preferred to put Reference to identify this specific sheet.

15.3 Creation of correspondence's sheet between a Rule Book to Rule Book (Option 6)

This option permits to create a correspondence between a Rule Book with one or ALL Rule Books.

6) Rule Book Section Reference TO Rule Book Section Execute

Generate a new sheet from a selected Regulation to another Regulation sorted by Reference field:

1. Click on the List box and select one "Regulation":

6) Rule Book

BR
CS-25
Euratom
FAA
FAA8900.1V3
FAA8900.1V4
FAR 117
FAR 119

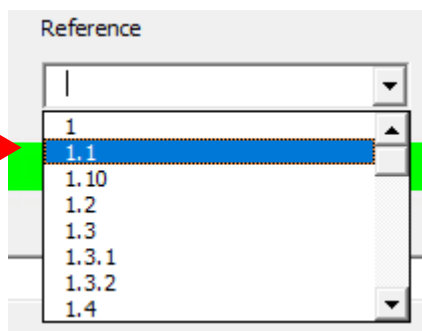
2. Then click on the List Box and select a Section.

Section

ALL
Annex I
Annex II
Annex III
Annex IV
Annex IX
Annex V
Annex VI

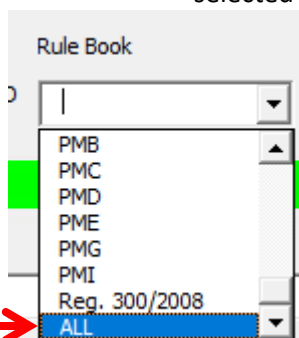
3. After this click on the List box and select one "Reference" related to the section selected at the step 2.

NOTE: The "References" shown in the drop-down list are automatically filtered in relation to the Rule Book and the Section selected before.

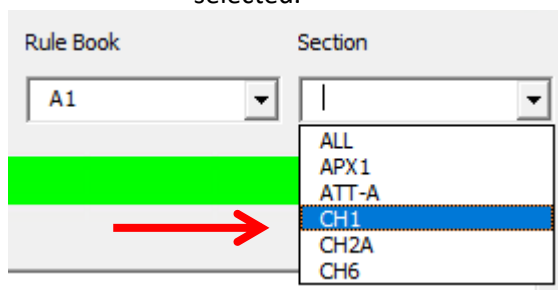


4. Select the Rule Book and Section to create the correspondence, in this case there are two options:

- a. Select **"ALL"**: In this case, the new sheet will show all the links between the selected Regulation at the step 1 and ALL others Regulations.



- b. Select a specific Regulation and Section. In this case the new sheet will show all the links between the Rule Book selected at the step 1 and the Rule Section selected.



To generate the new sheet click on Execute button:



The name of the new sheet will be automatically generated with the following syntax:

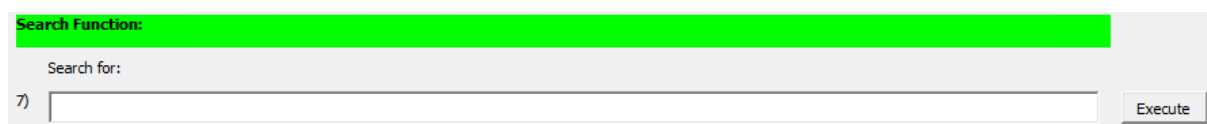
- "Rule Book"_Section_Reference_TO_"Rule Book_"Section"
- In this case, due to the length of the Reference it is preferred to put Reference to identify this specific sheet.

15.4 Creation of new sheet with items filtered by specific text (Option 7)

This option permits to search across the full file and to represent the search results in a new separate sheet

“Specific search” shows all records that include the word/words taped in the text box.

The research has done in the only in the column “Text” of the sheet “Index&Checklist”.



1. Type in the text box one or more words you need to search:



5. To generate the new sheet click on Execute button:



The new sheet will be automatically named “Specific search”.

Caution: This function may take considerable time to run. Please wait until the process has ended, before continuing working with the file.

Caution: Careful selection of search terms is necessary to avoid overloading the function. For example, by searching for “raft” the macro will also highlight all works containing “raft”, such as aircraft.

15.5 Creation of new sheet with items modified in the last revision (Option 8)

This option permits to generate a new sheet that shows all the items that have been modified in the content (“Text” box) in the current edition.

To generate the sheet click on the “Execute” button of the option 8 in the Filter form.



The new sheet will be automatically named “Items Modified”.

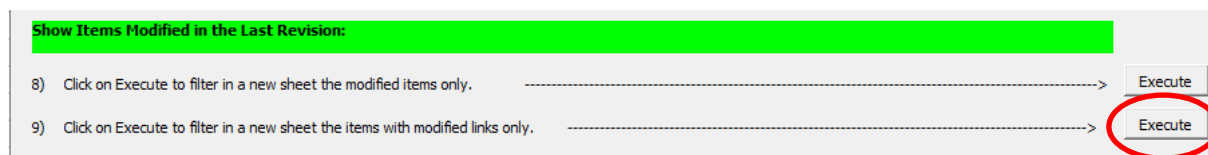
Caution: Prior to continuing work with the file, please wait until the process has ended.

Standard	Section	Reference	Modified	Modified Li
IR_OPS	-	ORO.AOC.135, (b)	TRUE	FALSE
IR_OPS	-	ORO.GEN.110, (e)	TRUE	FALSE
IR_OPS	GM2	ORO.AOC.135(a)	TRUE	FALSE

15.6 Creation of new sheet with links modified in the last revision (Option 9)

This option permits to generate a new sheet that shows all the items for which the links have been updated in the current edition.

To generate the sheet click on the “Execute” button of the option 9 in the Filter form.



8) Click on Execute to filter in a new sheet the modified items only. -----> Execute

9) Click on Execute to filter in a new sheet the items with modified links only. -----> Execute

The new sheet will be automatically named “Links Modified”.

Caution: Prior to continuing work with the file, please wait until the process has ended.

Standard	Section	Reference	Modified	Modified Link
IR_OPS	-	ORO.AOC.135, (b)	TRUE	FALSE
IR_OPS	-	ORO.GEN.110, (e)	TRUE	FALSE
IR_OPS	GM2	ORO.AOC.135(a)	TRUE	FALSE

16 Feedback

Dear User,

Feedback on the IATA Excel File is welcome.

What did you like, what did you miss?

What was correct, what was wrong?

Please send your feedback to Serkan Simitcioglu, Head IOSA, OSS-Safety (simitciogs@iata.org).

Thank you.